



Experience and Education (E&E) Examination Guide

2026 Environmental Police Officer C&D Promotional Examinations

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The Experience and Education (E&E) claim is an exam component of the Environmental Police promotional exams.

This guide is intended to help candidates familiarize themselves with the E&E component of the exam.

Please note these instructions are for candidates taking the current Environmental Police Sergeant (C), and/or Lieutenant (D) promotional exam. These instructions should not be relied upon for any future exam.

It is strongly recommended you closely read the online instructions, download, and print a copy of the claim, and work on it off-line before beginning your online submission. This preparation guide includes unique information not available online. Use the information in this guide to assist in completing the claim.

Background

The E&E component has three main sections: Experience, Trainings, and Education. Through collaboration of HRD Civil Service Unit, subject matter experts and the test vendor, the weight distribution was determined via our job analysis test development process. This process consists of multiple panel sessions accompanied by surveys to all civil service departments across the Commonwealth. Each exam component is created in collaboration with subject matter experts.

Accessing the E&E Claim Application

All candidates who are registered to take the Environmental Police Sergeant and/or Lieutenant exam are sent an email with a link that takes the candidate to their respective claim. Only online claims will be accepted. No other form of submission will be accepted.

If a candidate has created two profiles, they must use the profile sent to them to access their online claim. It is important to use the same profile when submitting all documentation or inquiries related to your claim.

Claim Submission

E&E Submission Deadline: 7 days after the written exam date, at 11:59 p.m.

- Starting the claim: Make sure the claim is for the correct exam title. For example, candidates taking the 2026 Environmental Police Lieutenant written promotional exam must complete the 2026 Environmental Police Lieutenant E&E claim using the link emailed to them. When participating in multiple written promotional exams, candidates must submit a separate E&E application for each exam.
- “Saving” VS “Submitting”: The claim can be completed in more than one sitting, and progress can be saved. However, the claim must be submitted by the deadline. A claim that is saved but not submitted cannot be scored and will be considered incomplete.
- Changing a submitted claim: Once a claim is submitted, candidates can no longer make changes directly to the claim. If the deadline has not yet passed, changes can be made to submitted claims by emailing civilservice@mass.gov. Candidates must include their name, person ID, and E&E exam title in the subject of the email (e.g., John S. Smith – 123456 – Environmental Police Lieutenant E&E) along with details of the change(s) they are requesting in the body of the email.
- Confirmation of submission: When a claim is submitted, a confirmation email will be sent to the candidate. If you do not receive a confirmation email, you must resubmit your online application prior to the submission deadline, until you have received a confirmation email. Candidates should retain a copy of the confirmation email for their records.
- Candidates can only receive credit for items claimed through the statutory deadline (seven days after the examination). The examination date will be the date of the written examination for standard and weighted-graded candidates and the date of the Sole Assessment Center examination for Sole AC with E&E candidates.

Note: The confirmation email is confirmation that your application has been received. It is NOT confirmation that all your supporting documents have been accepted. Please review this guide carefully to ensure that all the proper documentation is submitted.

Weights and Scoring

The Environmental Police Officer promotional E&E exam component is one of three exam components and is weighted at 20%* of the total exam score. The E&E component has three main sections that have the following weights applied:

Experience	46%
Trainings	24%
Education	30%

*Unless otherwise specified in the examination poster.

When exam scores are released, the candidate will receive a breakdown of their final score consisting of their exam components.

Supporting Documentation

All claims, whether for experience, training, or education, require supporting documentation. This guide will identify and detail what constitutes supporting documentation for each category. The online form includes a section titled “attachments” for submission of documents. When attaching your documents, **please label them appropriately to ensure they are easily identifiable (e.g., diploma, cert 1, EMT, etc.)**. A candidate can revisit the “attachments” page as many times as necessary to submit all required documentation before the claim is submitted.

The image below shows where to submit supporting documentation on your E&E claim:

Attachments

Supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .potx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .htm, .html, .rtf, .txt, .wpd, .wp, .bmp

[Add supplemental attachment](#)

* Required attachments must be provided before submission

[Next](#)

E&E Claim

The following section outlines each question as it appears in the E&E Claim and provides instructions on accepted supporting documentation.

Verifying Experience Claims: Current department experience must be supported by a current, signed Employment Verification Form (EVF). Time in each rank must include a start and end date.

- **Part-time:** experience must include the total number of hours worked, or it will not be credited. When calculating part-time work, the total hours worked should be prorated based on a rate of 172 hours/month to produce a months-worked claim.

Examples:

1. If a candidate worked part time for a total of 220 hours, the calculation would be 220 hours divided by 172 hours, resulting in 1.28 months of work. This would be rounded to credit for one month of work.
2. For 670 hours of part-time work, the calculation would be 670 hours divided by 172 hours, resulting in 3.89 months worked. This would be rounded on the claim form, for a submission of 4 months of employment.

Breaks in Service: HRD will only grant credit for work experience for time spent actually working within a department. Leaves of absences or breaks in service of more than six months (consecutive) must be recorded on the EVF. The first six months (180 consecutive days) of a leave of absence will be credited as time worked.

- **No Double Counting:** Do not claim work experience that occurred concurrently in more than one category. Any acting, provisional and/or temporary after certification time submitted will be deducted from the next lower rank (e.g., temporary after certification time as an EPO Captain will be subtracted from EPO Lieutenant time).
- **Crediting "Acting" Service:** This experience may be claimed only in the exam title.
- **Crediting "Provisional" or "Temporary After Certification" Service:** This experience may be claimed in a promotional title(s) specified in the application.
- **Rounding:*** Round experience to the nearest year. **Round up** to the next full year if

your experience is **180 days or more** beyond the last full year and **round down** to the previous full year if your experience is **less than 180 days** beyond the last full year (e.g., if candidate X has 1 year and 185 days of EPO C experience, round up and select 2 years. If candidate X has 1 year and 160 days of EPO C experience, round down and select 1 year.)

**For questions that are in month ranges, select the month range that your totaled months of experience falls within. If your total experience falls in between two options, select the nearest month (rounding up if it is 16 or more days beyond the last full month and rounding down if it is less than 16 days beyond the last full month).*

- EPO C Application – Question 2
- EPO D Application – Question 2

Current Agency Experience: Indicate how many year(s) you have served in the rank of Environmental Police Officer in your current department. Do not include time served after your first rank promotion.

- EPO C Application – Question 3
- EPO D Application – Question 3

- ◆ **Supporting document required:** [Employment Verification Form \(EVF\)](#)
- ◆ **Reference:** Appendix A

Calculation for EPO C examination: Date of EPO AB appointment through the date of exam (minus any EPO C temporary after certification, provisional, or acting time).

Calculation for EPO D examination: Date of EPO AB appointment through the date of EPO C promotion (minus any EPO C temporary after certification or provisional time).

Current Agency Experience: Indicate how many year(s) of permanent Environmental Police Sergeant experience you have in your current department as of the date of the written exam.

- EPO C Application – Not applicable
- EPO D Application – Question 4

- ◆ **Supporting document required:** [Employment Verification Form \(EVF\)](#)

◆ **Reference:** Appendix A

Calculation for EPO D examination: Date of permanent appointment as an EPO C to your date of the exam (minus any EPO D temporary after certification, provisional, or acting time, plus any EPO C temporary after certification or provisional time).

Current Agency Experience: Indicate the amount of experience you have as an acting, provisional and/or temporary after certification Environmental Police Sergeant/ Environmental Police Lieutenant (exam title) in your current department.

- EPO C Application – Question 4
- EPO D Application – Question 5

◆ **Supporting document required:** [Employment Verification Form \(EVF\)](#)

◆ **Reference:** Appendix A

Experience must be listed according to the correct amount of time worked (e.g., acting, temporary, or provisional) in order to ensure proper calculations.

Calculation: Hours must be listed on EVF – Divide hours by 172 to get a calculation in months.

Ex. 1080 hours is divided by 172= 6.28= 6 months.

Related Environmental Experience: Indicate how many year(s) of environmental experience you have outside of the EPO agency in a related environmental field or as a Natural Resource Officer, Environmental/Conservation Law Enforcement Officer, or Game Warden.

Related Environmental Fields: Wildlife/Fisheries Conservation or Management, Natural Resource Conservation or Management, Biological or Environmental Science, or Environmental Protection Work.

- EPO C Application – Question 5
- EPO D Application – Question 6

◆ **Supporting document required:** [Employment Verification Form \(EVF\)](#)

or a letter from the relevant appointing authority on the agency's letterhead. This

letter must include start and end dates and if work was full-time or part-time. If part-time, total hours worked must be included.

Outside Law Enforcement Experience: Indicate how many year(s) you have served as a Sworn Law Enforcement Officer* outside of the EPO agency in a non-related environmental field.

**A sworn law enforcement officer is defined as an individual with full Police powers serving in a recognized federal, state, or municipal Police Department.*

- EPO C Application – Question 6
- EPO D Application – Question 7

- ◆ **Supporting document required:** [Employment Verification Form \(EVF\)](#) or a letter from the appointing authority of the police department on the department letterhead. This letter must include start and end dates and if work was full-time or part-time. If part-time, total hours worked must be included.
 - Military Police Officer time can be calculated here. For time served as a military Police Officer, a candidate must submit their DD214 as supporting documentation. Block 11 on the DD214 must specify the length of the experience and that the experience was as a military Police Officer. If this is not indicated in block 11, additional documentation will be needed to support the claim of military Police Officer. Additional documents can include initial orders joining the military with the job of military Police Officer, as well as a document indicating when the candidate was released from the role or a document confirming they are still in the role.

- ◆ Reference: Appendix A

Outside Supervisor Experience: Indicate how many year(s) you have served in the title/rank of a supervisor outside of Environmental Police. This includes military, maritime service and private companies.

- EPO C Application – Question 7
- EPO D Application – Question 8

- ◆ **Supporting document required:** Military: DD214
- ◆ **Reference:** Appendix B

Non-EPO military experience will qualify as supervisory experience in the Officer rank and the following Non-Commission Officer (NCO) ranks:

- Army and Marine Corp: rank of Corporal or above (Note: the rank of Specialist in the Army, despite being in the same pay grade as Corporal, does NOT qualify as supervisory experience)
- Navy and Coast Guard: ranks of Petty Officer 3rd Class or above
- Air Force: ranks of Staff Sergeant or above
- ♦ **Supporting document required:** Private Company: [Private Company Supervisor Form](#) This form must be completed in its entirety.
- ♦ **Reference:** Appendix C

NOTE: If a candidate owns their own company, they must follow the same guidelines listed for a private company.

Education: As of the examination date, if you have a related and/or unrelated conferred degree(s) from a regionally accredited college or university, choose the highest-ranked related degree you have obtained. Below is a list of related degree fields.

NOTE: If the course curriculum of your degree significantly overlaps with that of any degree(s) listed below, it can be submitted as a related degree for consideration.

- | | |
|---------------------------------|---------------------------------------|
| • Biology | • Herpetology |
| • Communications (EPO D only) | • Homeland Security |
| • Computer Science (EPO D only) | • Ichthyology |
| • Conservation Law Enforcement | • Information Technology (EPO D only) |
| • Criminal Justice | • Law/Legal Studies |
| • Criminal Law | • Law Enforcement |
| • Criminology | • Mammalogy |
| • Ecology | • Natural Resource Management |
| • Education | • Oceanography |
| • Environmental Science | • Ornithology |
| • Fisheries Management | • Psychology |
| • Forensic Science | • Public Administration (EPO D only) |
| • Forestry | |

- Social Work (EPO C only)
- Wetland Science
- Wildlife Management
- Zoology

Non-Related Degree Fields: All other fields.

- EPO C application – Question 9
- EPO D application – Question 10

Candidates can receive credit for one degree only. The degrees are listed on the application in order of highest point value. (For example, if the candidate received a related bachelor's and an unrelated master's degree, they should select the "related bachelor's degree" category to receive the most points.) Related degrees are based on job analysis conducted with our subject matter experts. The degree must be earned/conferred before the exam date.

- ◆ **Supporting document(s) required:** Official transcript, or unofficial transcript accompanied by a copy of your diploma. All transcripts must contain a confer date, degree, major, and institution name.
 - All original transcripts/credentials from institutions outside of the United States must be accompanied by an approved agency's professional evaluation of degrees and conferred dates. This will be at the expense of the candidate. Please note, these evaluations can take up to three weeks to be completed.

EMT License: Indicate if you hold a current EMT Basic, Advanced, or Paramedic license as certified by the Massachusetts Department of Public Health (MDPH) or National Registry of Emergency Medical Technicians (NREMT) as of the exam date. Please select the most appropriate response based on current licensure.

- EPO C Application – Question 10
- EPO D Application – Question 11

- ◆ **Supporting document(s) required:** Candidates can check the status of their license through the [Board of Emergency Medical Services portal](#). If your EMT license is unable to be verified through the portal, a copy of your current EMT license must be submitted.

Relevant Certifications and Licenses: Select all the certifications and Licenses you have successfully completed as of the exam date.

Relevant certifications will be evaluated using a three-tiered system. The E&E claim includes

three separate questions designed to capture candidates' relevant and accepted certifications. Each tier corresponds to a different point value toward the overall E&E score, with Tier 1 receiving the highest point value and Tier 3 receiving the lowest.

Select all completed certifications that apply within each tier. There is no limit to the number of trainings a candidate may claim within an individual tier; however, a **maximum** of six trainings may be awarded points across all three tiers combined.

Tier 1 Certifications:

- Boat Captain License (Merchant Mariner Credential)
 - Falconer License (EPO C only)
 - FBI - National Academy Training
 - Southern Police Institute - Administrative Officers Course (AOC)
 - Southern Police Institute - Command Officers Development Course (CODC)
- EPO C Application – Question 11
 - EPO D Application – Question 12

Tier 2 Certifications:

- Crisis Intervention Team (CIT)
- Crisis Response and Intervention Training (CRIT)
- FBI LEEDA Command Leadership Institute
- FBI LEEDA Executive Leadership Institute
- FBI LEEDA Supervisor Leadership Institute
- FLETC Marine Law Enforcement Training Program (MLETP)
- Hunter Accident/Incident Investigation
- IACP First-Line Leadership
- ICISF CCISM Certificate
- Individual & Group Crisis Intervention (GRIN)
- Leaders Helping Leaders Network (LHLN) Intentional Leadership
- Leaders Helping Leaders Network (LHLN) Master Leadership
- Leaders Helping Leaders Network (LHLN) Servant Officer
- MELLO Police Supervisor Course
- MPI Command Staff Executive Development Training
- MPI Supervisor-Leadership Training

- MPTC Firearms Instructor Certificate
 - MPTC Instructor Development Course
 - NASBLA Advanced Boat Accident Investigation Course (Boat Accident Investigation and Reconstruction [Level II Advanced Course])
 - NASBLA Basic Boat Accident Investigation Course (Boating Incident Investigation and Analysis [Level I Comprehensive Course])
 - NASBLA BUI Detection and Enforcement Comprehensive Course
 - NASBLA Certified Boating Professional Certification
 - NASBLA Instructor Credential
 - NASBLA Leadership Academy Certification
 - National Association of Conservation Law Enforcement Leadership Academy Certificate
 - OHV Safety Instructor (ASI Certification)
 - Problem Animal Control (PAC) license (EPO C only)
 - Roger Williams Executive Development Course
 - Roger Williams First Line Supervisor Course
 - Roger Williams Mid-Management Course
 - Treestand Safety Instructor
- EPO C Application – Question 12
 - EPO D Application – Question 13

Tier 3 Certifications:

- Basic Hunter Education
 - Black Powder (Muzzleloader) Education
 - Boating Safety Certificate
 - Bowhunter (Archery) Education
 - Land Navigation Training
 - Large Animal Response/Rescue Training (LART)
 - Map/Compass/Survival Training
 - NASBLA BUI Refresher Course
 - NASBLA Essentials of BUI Detection and Enforcement Course
 - Trapper Education Certificate
 - Treestand Accident Investigation
 - Waterfowl ID
- EPO C Application – Question 13

➤ EPO D Application – Question 14

- ◆ **Supporting document:** PDF copies of individual certifications and licenses.
- ◆ **Reference:** Appendix D

Veteran's Preference

Any candidate who qualifies for disabled veteran or veteran's preference may receive 2.0 extra points on a **passing grade** for the examination.

To update your veteran status, you must submit your DD214 or a statement of service/Commanding Officer letter on an official letterhead with an appropriate signature. The document must include the following details of your military service to date:

- Dates of full-time active duty
- Current assignment
- Date of entrance into service
- Estimated time of separation
- Expected discharge type (i.e., honorable)

Statement confirming that you will receive a DD214 at the completion of your current Active-Duty service (note: a DD214 that only includes military training will **NOT** satisfy this requirement).

If you have already been approved for veteran preference, it is not necessary to resubmit documentation to be awarded veteran points. It will automatically be added to your final score. Veteran preference will also be documented on your E&E application notice. For more information on veteran status and to update your preference, please refer to the [Military Information](#) section on our website.

NOTE: Veteran status must be attained on or before the written exam date.

In order to be awarded your preferential Veteran's or 25 years of service points, you must achieve a passing grade on the exam.

NOTE: A candidate cannot receive both 2.0 points for 25 years of service **and** 2.0 points for Veteran's Preference. The maximum number of points awarded between the two

categories is 2.0 extra points on a **passing grade** for the examination.

Appeal Rights

Per [Massachusetts General Law \(MGL\) Chapter 31, Section 22](#), candidates have 17 calendar days from the emailing of the score notice to file an appeal of their E&E claim. No new type of credit can be claimed once you submit your online E&E Claim. An application may not be submitted after the deadline. Instructions on how to file an E&E appeal during the 17-day appeal period will be sent to all candidates in their E&E score notice.

Claim Audits

HRD reserves the right to audit any E&E claim from the time of submission through the life of any eligible list. Candidates should maintain original copies of any documentation submissions in case HRD, or an appointing authority, requests them.

Appendices

Appendix A: EVF Example:

**Commonwealth of Massachusetts Human Resources Division
2026 Environmental Police Officer Promotional Exam
Employment Verification Form**

Instructions: The Appointing Authority (or designee) must sign and date this form, certifying the information provided is accurate. Attach additional paperwork if necessary. This form and any supporting documentation must be scanned and attached to the Experience and Education (E&E) application or sent to civilservice@mass.gov no later than seven calendar days following the written exam date. **Acting time will only be creditable in the title of the exam.**

Note: Some sections of this form may not apply to every department/agency

Candidate Name: John Smith
Exam Date: 11/04/2026
Verifying Agency: MEP
Exam Title: 2026 Environmental Police Officer D

I. PERMANENT APPOINTMENT

Environmental Police Officer A/B permanent appointment date: 1/22/2000
List dates and reasons for any breaks in service at all ranks: N/A

II. PERMANENT PROMOTIONS IN THE AGENCY

<u>Rank</u>	<u>Date of Promotion</u>
<u>EPO C</u>	<u>4/15/2016</u>
_____	_____
_____	_____
_____	_____

III. ACTING SERVICE IN EXAMINATION TITLE ONLY

<u>Acting Title</u>	<u>PT (list hours) or FT</u>	<u>Dates of Service</u>
<u>EPO D</u>	<u>PT (860 hours)</u>	<u>1/3/2020 - 7/14/2020</u>

IV. TEMPORARY (AFTER CERTIFICATION) OR PROVISIONAL SERVICE IN THE AGENCY

<u>Temporary or Provisional</u>	<u>Rank</u>	<u>PT (list hours) or FT</u>	<u>Dates of Service</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Print Name and Title of Appointing Authority (or designee): William James

Signature of Appointing Authority (or designee): William James

Date: 10/26/2026

Please see the calculation for the EVF example above:

Exam Date: 11/04/2026 <- computation date

EPO A/B Experience:

Start: 01/22/2000

End: 04/05/2016 (EPO C Appointment date)

Total Time: 16 years and 75 days -> rounds down to 16 years

EPO C Experience:

Start: 04/05/2016

End: 11/04/2026 (exam date)

Subtotal: 10 years and 215 days

Subtract acting EPO D time: **5 months**

Total Time: 10 years and 65 days -> rounds down to 10 years

EPO D Experience:

860 hours

Divide by: 172 hours/month

Total time: **5 months**

Appendix B: DD214

A DD214 **must be provided** for all active-duty period(s) served in a supervisory rank listed above and include the following information:

- Box 1 - Name
- Box 2 – Department, component and branch
- Box 4a – Grade, rate or rank
- Box 4b – Pay grade
- Box 12 - Record of Service

If the DD214 does not cover all time claimed, additional documents that support the additional time must be submitted.

Additional documents can include:

- Commanding Officer (CO) Letter – **must** be provided by candidates still serving in the military
- Enlisted Record Brief/Soldier Record Brief (ERB/SRB)
- Non-Commission Officer Evaluation Report (NCOER)
 - o Must include orders showing date of rank

If you are currently on active duty and are unable to provide a DD214 for your current active-duty period, a Commanding Officer (CO) Letter can be provided instead. The CO Letter must include the following information:

- Name
- Department, component and branch
- Grade, rate or rank
- Date promoted to current rank
- Dates of active-duty service and the rank(s) (time spent in training will not be credited)

For candidates no longer serving in the military, supporting documentation must include their Expiration Term of Service (ETS) date. For officers, documents must include officer rank, date promoted to each rank and ETS date.

For National Guard and Reserve time, inactive time is calculated on a part-time basis and will be awarded 40 days per year.

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY			
This Report Contains Information Subject to the Privacy Act of 1974, As Amended			
1. NAME (LAST, FIRST, MIDDLE) LAST NAME, FIRST NAME		2. DEPARTMENT, COMPONENT AND BRANCH HOMELAND SECURITY: USC& RSV	
4a. GRADE, RATE, OR RANK ME2		3. SOCIAL SECURITY NUMBER XXX XXX XX	
b. PAY GRADE E5		5. DATE OF BIRTH (YYYYMMDD) XXXXX	
7a. PLACE OF ENTRY INTO ACTIVE DUTY TOWN, STATE		6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) 20181212	
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)	
9. COMMAND TO WHICH TRANSFERRED		b. STATION WHERE SEPARATED	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years)		10. SGLI COVERAGE ☐ NONE AMOUNT: _____	
12. RECORD OF SERVICE		YEAR(S) MONTH(S) DAY(S)	
a. DATE ENTERED AD THIS PERIOD		2017 09 15	
b. SEPARATION DATE THIS PERIOD		2018 09 14	
c. NET ACTIVE SERVICE THIS PERIOD		1 0 0	
d. TOTAL PRIOR ACTIVE SERVICE		0 3 0	
e. TOTAL PRIOR IN ACTIVE SERVICE		6 6 2	
f. FOREIGN SERVICE		0 9 3	
g. SEA SERVICE		0 0 0	
h. INITIAL ENTRY TRAINING		0 0 20	
i. EFFECTIVE DATE OF PAY GRADE		2012 08 01	

- Promoted to E5 on 8/1/2012
- Active duty dates 9/15/2017- 9/14/2018 = 365 days

- $8/1/2012 - 9/14/2017 = 5 \text{ years (rounded down)} \times 40 \text{ days/year} = 200 \text{ days}$
- $9/15/2018 - 12/12/2018 = 88 \text{ days (0.24 years)} \times 40 \text{ days/year} = 9.6 \text{ days}$

Below is an example calculation for a member of the Army:

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY				
This Report Contains Information Subject to the Privacy Act of 1974, As Amended.				
1. NAME (Last, First, Middle) LAST NAME FIRST NAME		2. DEPARTMENT, COMPONENT AND BRANCH ARMY/RA		3. SOCIAL SECURITY NUMBER XXX XX XXXX
4a. GRADE, RATE OR RANK SGT	b. PAY GRADE E05	5. DATE OF BIRTH (YYYYMMDD) YYYYMMDD	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) 00000000	
7a. PLACE OF ENTRY INTO ACTIVE DUTY		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) STREET ADDRESS CITY STATE ZIP CODE		
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		b. STATION WHERE SEPARATED STATION, STATE ZIP CODE		
9. COMMAND TO WHICH TRANSFERRED N/A			10. SGLI COVERAGE AMOUNT: ☐ NONE	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)			12. RECORD OF SERVICE	
			YEAR(S)	MONTH(S)
			DAY(S)	
a. DATE ENTERED AD THIS PERIOD			2019	01
b. SEPARATION DATE THIS PERIOD			2024	05
c. NET ACTIVE SERVICE THIS PERIOD			0005	03
d. TOTAL PRIOR ACTIVE SERVICE			0000	00
e. TOTAL PRIOR INACTIVE SERVICE			0000	00
f. FOREIGN SERVICE			0001	01
g. SEA SERVICE			0000	00
h. INITIAL ENTRY TRAINING			0000	05
i. EFFECTIVE DATE OF PAY GRADE			2022	03

Total supervisor time = 2 years (rounded down)

Appendix C: Private Company Form

Commonwealth of Massachusetts- Human Resources Division 2026 Promotional Exam- Private Company Experience Form

Instructions: An Owner/Supervisor/Manager must sign and date this form, certifying the information provided is complete and accurate. Attach additional paperwork if necessary. This form and any supporting documentation must be scanned and attached to the Experience, Certification/Training and Education (E&E/ECT&E) application or sent to civilservice@mass.gov no later than seven calendar days following the exam date.

(To be filled out by candidate)

Candidate Name: Liz Lopez

Exam Date: 11 / 04 / 2026 **Exam Title:** EPO C

Outside Employment Information:

Company Name: LVC Corp **Position:** Supervisor

Dates of Employment (Month, Day, and Year):

Start Date of Employment: 1 / 10 / 2001 **End Date of Employment:** 7 / 20 / 2006

Full or Part-Time Employment:

Please indicate if your experience was full-time (FT) or part-time (PT). If your employment was part-time (PT), you must indicate how many total hours worked. This will be calculated under the prorated, part-time calculation (172 hours/month).

Full or Part-Time Employment: PT **For PT Employment, List Total Hours Worked:** 3620

Official Duties of Employment: (To be filled out by employer)

List supervisory responsibility with official duties or attach the job description. Duties can include supervising staff, enforcing policies and procedures, monitoring employee productivity, providing feedback, setting performance goals, and implementing employee corrective measures, etc.

Supervised staff of eight. Responsible for payroll, performance reviews, and any disciplinary action needed. Ensured all employees were performing their duties.

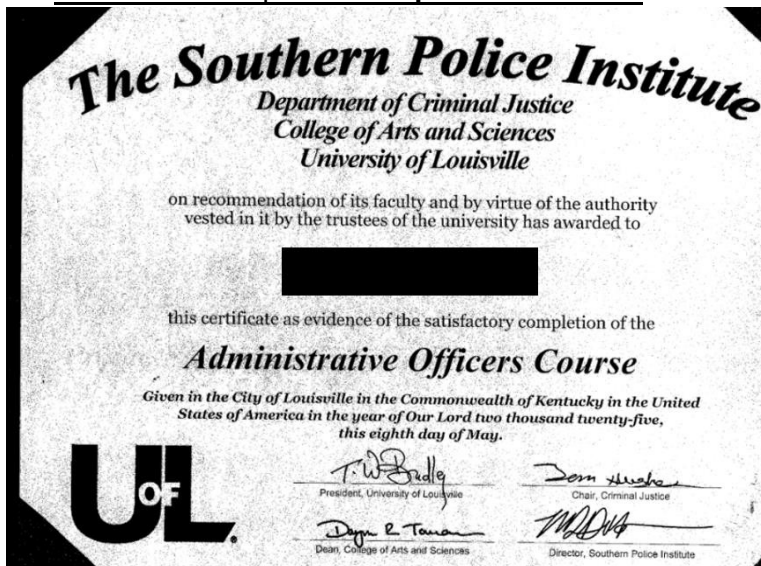
Print Name and Title of Supervisor/Manager/Owner: John Doe

Signature of Supervisor/Manager/Owner: John Doe

Tax ID Number: 12-3456789 **Date:** 8/30/2026

Appendix D: Relevant Certifications

Below are examples of **accepted** certificates:





Certificate of Completion



has successfully completed the 36-hour

Level II - Advanced Boating Accident Investigation Course

11/1/2019




John Fetterman
NASBLA Deputy Executive Director


David M. Considine
BOAT Program Director





Below is an example of an **unaccepted** certificate:



Note: Only the **MPTC Instructor Development Course** certificate and the **MPTC Firearms Instructor** certificates are accepted. Other types of MPTC Instructor certificates are not currently accepted.

FAQ's

1. How are the years rounded on the EVF?

Round experience to the nearest year. Round up to the next full year if your experience is 180 days or more beyond the last full year, and round down to the previous full year if your experience is less than 180 days beyond the last full year (e.g., If candidate X has 1 year and 185 days of EPO D experience, round up and select 2 years. If candidate X has 1 year and 160 days of EPO D experience, round down and select 1 year.)

2. Why do I have to submit an official transcript? And why does my diploma not count?

Official transcripts are sent directly from the school registrar and contain coursework information. Unofficial transcripts will be accepted if they are accompanied by a copy of the diploma.

3. What documents do I need to submit to verify my veteran's status?

*A DD214 (that is **NOT** for active-duty training) or a statement of service/Commanding Officer letter on an Official letterhead with an appropriate signature and details of your military service to date. Those details must include: dates of full-time active duty, current assignment, date of entrance into service, estimated time of separation, expected discharge type (i.e., honorable), statement confirming that you will receive a DD214 not for training at the completion of your current Active-Duty service.*

4. I am unable to provide my military documents because the only people who can verify this information are currently deployed.

Even under deployment, a candidate should be able to send an email or reach out to those who can provide the documentation.

5. Who selects the trainings and certifications that are eligible for points on the E&E claim?

Subject matter experts met to evaluate the criteria for eligible trainings based on the curriculum, and accessibility. Through our job analysis, a survey was sent out to all

civil service departments in the Commonwealth to evaluate what trainings should be eligible for credit.

6. I have worked as an intern for an Environmental Police Agency. Can I claim this as outside experience?

No, this type of experience does not qualify in this category.

7. I have earned my Master's degree from a school that is Nationally accredited. Can I earn points for this school?

Only schools that are regionally accredited will be accepted.

8. I meant to select "10 years" in Question 3 but only selected "9 years". What can I do about that?

A candidate can request to make any changes to their E&E application through the deadline of 7 days after the written examination date by sending an email to civilservice@mass.gov

9. I didn't know I needed to fill out a separate E&E application and missed the deadline. What can I do?

HRD sends all candidates several reminders with the E&E application link. It is important to read all emails and complete the application before the deadline. No E&E applications will be accepted after the deadline for this examination component.

10. I submitted my transcripts for my last examination. Do I need to resubmit them?

HRD is in the process of vetting degrees from past examinations. Your E&E Instructions notice will have any vetted degrees listed. If you have submitted your transcripts for past examinations, they do not need to be resubmitted.

11. I have five years as a military Police Officer. Where can I claim it on the E&E application and what do I need to submit as supporting documentation?

Military Police Officer time can be claimed in “outside law enforcement experience”. Your DD214 should have this listed in box 11 along with the dates served in that position.

12. When will I find out the results of my E&E review?

Candidates will receive an E&E score notice following their final score notice. Candidates have 17 days from the date their scores are issued to appeal the E&E review. During the appeal period, candidates may submit additional supporting documentation. However, appeals are limited to claims included in the original application; new claims cannot be introduced or considered during the appeal process.

13. I served in the army with an E3 rank. My commanding officer has written a letter attesting to the performance of supervisory duties during a period of time. Can I claim that time for military supervisory experience?

The purpose of awarding outside supervisory experience is to recognize candidates who have formally served in a supervisory position. Performing certain supervisory duties on an occasional or as-needed basis while holding a non-supervisory rank does not meet the intent of this provision.